



JOB DESCRIPTION

Position Title: **Program Manager**

Working Area: **Right-Of-Way**

Class Code: 4919 Exempt EEO Code: 02

Effective Date: August 30, 2002

Major Function

Professional and supervisory work directing the title research, negotiation and acquisition of real property for Seminole County.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Supervises and coordinates title and deed searches as required to support the inventory and land acquisition functions. Initiates contact with affected property owners to explain the necessity for specific right-of-way acquisitions. Works with local municipalities and other government agencies to ensure safe access for the public.

Assists the County Attorney's Office regarding land and title issues.

Initiates the preparation of documents for purchasing or procuring rights-of-way, easements, and other parcels of land, to include all necessary legal instruments. Establishes and maintains an inventory of right-of-way and easements as well as other documents required to access this information. Maintains files of other legal records as required.

Prepares resolutions for adoption by the Board of County Commissioners regarding real property interests acquired by the Public Works Department.

Initiates and effectively recommends for final approval by the department director for hiring, termination, performance evaluations, disciplinary and/or commendatory actions for assigned personnel.

Supervises and coordinates the efforts of assigned staff to ensure timely completion of assigned tasks and projects. Provides technical assistance to other departments and the general public regarding right-of-way ownership and jurisdiction.

Supervises the negotiation of purchases and effect closing's required to obtain rights-of-way on County transportation and other property acquisition projects.

Obtains information and prepares documents necessary for filing of condemnation proceedings against properties which cannot be obtained by negotiation. Provides relocation assistance and advisory services to displaced property owners as directed by State Law.

Cooperates with other County Departments, local municipalities, and state agencies involved in similar functions.

Performs other duties as assigned or as may be necessary.



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Page 2

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Minimum Qualifications

Extensive knowledge of real estate principles and practices, and property values in Central Florida. Knowledge of the methods used to appraise property and to estimate property damage and relocation costs. Knowledge of real estate title search procedures. Knowledge of Building and Zoning regulations, County Parcel Identification System, legal documents and procedures for contracting, purchasing, closing and recording land acquisitions, and laws relating to real property acquisition.

Ability to read and interpret right-of-way maps, construction plans, surveys and legal descriptions. Ability to negotiate with a variety of people in a tactful and courteous manner. Ability to communicate effectively both orally and in writing. Ability to prepare contracts, resolutions, and other legal documents. Ability to work independently, plan, organize, coordinate work assignments and maintain accurate technical records. Ability to establish and maintain effective working relationships with other County, State and municipal personnel, property owners, and the general public.

Bachelor's Degree in Real Estate, Business Administration, or a closely related field and five (5) years of professional/technical experience in Right-of-Way administration, land management, abstract and title work, property management or the sale, acquisition or appraisal of real estate.

Must possess and maintain a valid Florida Driver's License.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is generally an office setting with some fieldwork. Most duties are performed while sitting at a desk, table or workstation. Duties performed in the field may require prolonged walking or standing. This position has regular exposure to radiant and electrical energy found in an office environment. Duties performed outside the office may require prolonged standing or walking.